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545

7 May 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. Personnel Matters

25X1A9a Mr. [] has been reassigned to the Instructional Services Staff where he will work with [].

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B. Management Training

1. Performance Appraisal Workshop

25X1A9a A second Performance Appraisal Workshop was conducted on 27 and 29 April at the Ames Building for the Office of Logistics. Twenty-two students attended. [] 25X1A9a Deputy Director, Office of Logistics, made the closing remarks. Mr. [] Deputy Director for Accounts and Audit, Office of Finance, was invited to monitor the course and evinced considerable interest in the proceedings. He said that he will recommend to the Director of Finance that a Workshop be conducted for OF.

2. MEDC

- 25X1A9a a. Mr. Charles Meyer, Assistant Secretary of State for Inter-American Affairs, who was scheduled to speak in the MEDC on 3 May, had to cancel his presentation because of an emergency meeting. Unfortunately, he could not be rescheduled for this running of the course.
- 25X1A9a b. [] will be unable to accompany the class on the field trip because of an operation scheduled for a 25X1A9a member of his family next week. [] has volunteered to assist [] during the trip. 25X1A9a

GROUP 1

downgrading and
declassification

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3. Microfilm Information Systems Seminar

The second of these three-day seminars will be conducted from 12-14 May by Mr. [REDACTED] 25X1A5a1
New York. Mr. [REDACTED] will handle the administrative support for this running, which will be in 1A-13, Headquarters. 25X1A9a
Thirty-eight students are enrolled.

4. Senior Management Seminar (Planning)

Mr. John Clarke gave his usual hard-hitting presentation on the Agency's PPB System on Tuesday, 4 May. The SMS(P) is moving along quite well despite the relatively small number (22) of participants.

5. Supervision

Pre-work has been sent to the 32 students enrolled for the course beginning on 10 May.

6. Managerial Grid

25X1A6a Pre-work has been sent to the 48 students enrolled for the Grid beginning on 23 May [REDACTED]

7. Advanced Management (Planning)

25X1A9a [REDACTED] has sent us the estimate of the number of registrants from the Support Directorate expected for this course in FY '72. The breakdown is as follows:

Office of Training	9
Office of Personnel	2
Office of Communications	25 to 30
Office of Security	6
Office of Logistics	15 to 20
Office of Finance	12
Office of Medical Services	0
TOTAL:	69 to 79

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Forty-six DDS officers have attended the three courses conducted so far in FY '71. There is one more AMP scheduled (20-25 June) during the present fiscal year.

C. Administrative Training

1. Special Course in Type II Property Accounting

25X1A6a This course, given [] was concluded on 25X1A6a Friday, 30 April with a final examination. The corrected tests and course grades will be forwarded to the students. A Training Report for each student will be forwarded via 25X1A6a the Chief of Support [] The support provided by [] for this course was excellent.

25X1A6a 2. Training Course for Technical Officers (Contract Overrun)

a. A meeting with officials of the Procurement Division/OL was held 4 May to discuss the approach to be used in soliciting proposals from contractors for this course. It was decided that PD/OL would invite four contractors to a pre-proposal conference in the near future. PD/OL will issue the invitations upon receipt of a request now being prepared by this office. A representative from this office will brief the contractors and answer questions at the conference. Proposals forthcoming as a result of the conference will be evaluated by this office, and a recommendation for the award will then be submitted to the Procurement Division.

b. Rough estimates received from the four Directorates indicate a minimum of 112 students for the Training Course for Technical Officers during FY-1972. With students from the Office of the DCI, this total could very easily reach 120. Three of the Directorates have indicated that yearly requirements thereafter would be on the order of 15 students each. The preferred limit for the type of course being planned seems to be 25 students per class.

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3. Special Class in English Usage

This course, developed for clerk-typists and stenographers from the Office of Logistics is now in its second week. The class is scheduled to meet one hour a week for four weeks. Twenty-three students are enrolled.

4. Field Finance and Logistics

Our proposal to eliminate extensive instruction in obligation control procedures from the Finance portion of the FF&L course, which came about as a result of liaison visits with the B&F officers of the Area Divisions, has been approved by the Deputy Director of Finance. This will allow more time to be devoted to those procedures which are actually used in the field.

5. Miscellaneous Activities

a. On 30 April, two instructors from Clerical Training and two from Administrative Training were given a detailed tour of the Signal Center. Of particular interest was the role which the new cable form will play in the high-speed communications system. Also significant is the fact that the IBM Selectric typewriter will have to be used to prepare all cables once this system is installed.

b. Three hours of instruction in field finance will be given to students in the course on 14 May by a member of this staff.

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